

UNITED STATES BANKRUPTCY COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #2006-03

POSITION: Operations Administrator

LOCATION: Washington, DC

Opening Date: April 20, 2006

Closing Date:

Open until filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$ 35,860 – \$58,349)

Salary commensurate with work experience, prior/present pay history and previous federal government experience.

POSITION OVERVIEW

The United States Bankruptcy Court for the District of Columbia is seeking well-qualified candidates for the position of **Operations Administrator**. Applicants must be able to work in a fast-paced, multi-faceted organization that requires outstanding organizational and interpersonal skills, flexibility and a strong customer service or team oriented background.

The **Operations Administrator** functions in a quality control capacity and provides procedural assistance to the public. The position has overall responsibility within the court for maintaining the accuracy of document entries in the Electronic Case Filing System (ECF). This position manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records. This position is located in the operations section of the U.S. Bankruptcy Court Clerk's Office and reports to the Operations Supervisor.

REPRESENTATIVE DUTIES:

- Perform as an Operations Administrator and as a Quality Control Specialist.
- Monitors cases for input errors and takes necessary corrective actions set by the Clerk's Office.
- Acts as a liaison between chambers, members of the bar and the public regarding the status of cases.
- Makes summary entries on the docket of all paper documents and proceedings. This includes pleadings, petitions, motions, complaints and orders.
- Manages cases to ensure timely progression by calendaring, monitoring the filing of pertinent documents and timely responses to judicial orders and setting dates and times for hearings, trials and conferences. Ensures that all automated entries are appropriately linked. When delays are noted, takes proper action such as notifying appropriate court personnel.
- Answers technical inquiries and provides instruction on electronic filing of documents.
- Demonstrate good customer service skills.
- Identifies emergency motions and documents that require special handling and expedites processing with minimum delay.
- Reviews pending deadline reports for issuance of discharges, dismissals and closing orders.
- Performs research and issues deficiencies for failure to pay filing fees, installment fees, and, if necessary, notifies Chambers of these cases.

- Acts as a Data Quality Analyst by advising attorneys on how to correctly amend electronically filed documents.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: At least two years specialized experience, including at least one year equivalent to work at the CL-24 level. High school graduate or equivalent. Court experience and education above the high school level from an accredited institution is preferred.

Factor 1, Job Requirements:

Must possess excellent communication skills; ability to work independently and contribute to a team environment. Requires the ability to work within strict time frames and respond to customer requests on short notice. Must be able to effectively communicate with staff to determine actual needs and maintain complete and accurate records and files. Proficiency in the use of a personal computer and associated software,

Factor 2, Scope and Effect of Work:

The work affects mainly the judges, chambers staff and the Clerk's Office staff of the United States Bankruptcy Court for the District of Columbia.

Factor 3, Complexity:

A variety of documents are filed daily. The incumbent must quality control those documents to ensure accuracy. Continuous tracking of cases, including the relationships of case events and their status, is required. Interruptions for questions from the court and the public necessitate a high level of concentration to avoid errors and complete work in a timely manner.

Factor 4, Work Parameters:

Working in conjunction with the Operations Supervisor, will ensure that the appropriate policies and procedures are correctly applied

Factor 5, Personal Interactions:

The incumbent has daily contact with staff of the Clerk's Office, the public and the bar.

Factor 6, Environmental Demands:

Work is performed in an office setting. Requires the ability to work with multiple stimuli and must be able to sit and/or stand for extended periods of time.

EDUCATION

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree is a plus.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits

- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

APPLICATION PROCESS

Applicants must be U.S. citizens or eligible to work in the United States. The appointment is contingent upon the satisfactory completion of a background investigation. All positions at the United States Bankruptcy Court for the District of Columbia are excepted appointments and are "at will." The Court requires employees to adhere to a Code of Ethics and Conduct. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Reimbursement is not available for interview or relocation expenses. The Court reserves the right to modify the conditions of this announcement without prior notice. Only applicants selected for an interview will be notified.

Applicants must submit a cover letter, a resume which includes education, salary history, and work history and an AO 78, Application for Judicial Branch Federal Employment (www.dcd.uscourts.gov). Consideration will only be given to complete application packets. Incomplete application packets will not be considered. The application package may be submitted via mail, e-mail or fax to:

U.S. DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

ATT: OFFICE OF HUMAN RESOURCES

333 CONSTITUTION AVENUE

WASHINGTON, DC 20001

Fax: (202) 354 - 3528

EMAIL: DCD_HumanResources@dcd.uscourts.gov

For additional inquiries related to this announcement, please contact Walidah Haynes, Human Resources Specialist, at (202) 354-3201.